
EFFECTIVE

April 1, 2022.

Subject(s)**PSM 714-1, Post-Investigative Services.**

1. Diligent Relative Search and Genograms.
2. Reorganization of item.
3. Language Clarification
4. New Investigation During an Open On-going Case.
5. General editing.

1) Diligent Relative Search and Genograms**Diligent Relative Search**

Caseworkers must continue to search for and identify relatives and demonstrate search and outreach activities in each case service plan. The [DHS-991, Relative Search Checklist](#), may assist caseworkers with locating relatives. The [DHS-987, Relative Documentation](#), is required to detail information regarding the relative and to document dates of contact.

Genograms

Genograms are required on all open category I, II, or III cases in the initial updated service plan. Caseworkers may hand draw genograms or may download the GenoPro Tool from the [Software Center](#). Resources for completion of genograms are also available through the Michigan Department of Health and Human Services (MDHHS's) Office of Workforce Development and Training (OWDT) Child Welfare Insititute guides, including [standard symbols for genograms](#) and a [genogram example video](#). Additional policy on genograms can be found in [FOM 722-06, Case Planning](#).

Reason: Children's Services Agency recommendation.

2) Reorganization of Item**Servicing and Engagement and Special Case Situations**

Several items related to servicing and engagement with families and caseworker responsibilities were grouped together and moved to the end of the item. Impacted sections include Family Team

Meetings, Early On. *Special case situations* section was also reorganized and condensed into similar topics.

3) Language Clarification

Reclassification of the Case

Language was added to align with statute and to clarify when reclassification of a Category I, II, or III case is required.

- If the family does not voluntarily participate in services, or make progress towards reducing the risk level, the caseworker must consider reclassifying the case from a Category III case to a Category II case.
- A court petition is required if the department previously classified the case as Category II and the child's family does not voluntarily participate in services.

The caseworker must document the reasons for reclassifying the case in the updated service plan (USP), including the results of the safety and risk reassessments and the reassessment of the Family Assessment of Needs and Strengths (FANS) and Child Assessment of Needs and Strengths (CANS).

Absent effective preventive services, the planned arrangement for the child is Foster Care.

4) New Investigation During an Open On-going Case.

Maintaining an Ongoing Case with New Investigation.

When a new investigation has been linked to an open ongoing case, and a preponderance of evidence has been found on the new complaint, the worker must open or maintain the case with the higher risk level.

5) General Editing

Definitions

Corrections were made to the following hyperlinks in definitions:

- Family Assessment of Needs and Strengths (FANS); [FOM 722-09A, Family Assessment of Needs and Strengths](#).
- Child Assessment of Needs and Strengths (CANS); [FOM 722-09, Child Assessment of Needs and Strengths](#).

Caseworker for the purpose of this item is the assigned on-going caseworker for the open child protective services (CPS) case.

Categories

Category details regarding category IV and V were removed and a hyperlink was added for [PSM 711-4, CPS Legal Requirements and Definitions](#) as these categories are defined in an existing item.

Other editing

General editing was completed for language, to remove gender pronouns, and other necessary refinements to clarify, improve readability, and to promote diversity, equity and inclusion.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[PSM 714-1](#)